



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY — DOWNEY, CALIFORNIA 90242
(562) 940-2501



RICHARD SHUMSKY
Chief Probation Officer

October 17, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors

**APPROVE CONTRACTS FOR LONG TERM SELF-SUFFICIENCY
PROJECT #25 OPERATION READ FOR LITERACY TUTORING CENTER SERVICES
TO MINORS FOR THE LOS ANGELES COUNTY PROBATION DEPARTMENT**

(3 VOTES, SECOND, FOURTH, & FIFTH SUPERVISORIAL DISTRICTS)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve contracts with (1) Community Self-Determination Institute (CSDI), (2) Watts Labor Community Action Committee (WLCAC), and (3) Long Beach Boys and Girls Club to coordinate and provide literacy tutorial and related services to at-risk youth in three targeted areas within Los Angeles County in the amount of \$45,000 each, totaling \$135,000, fully offset by CalWORKS Performance Incentives funds, for the period of November 20, 2002 through June 30, 2003.
2. Instruct the Chair, Board of Supervisors, to sign the attached contracts.
3. Delegate to the Chief Probation Officer authority to execute individual contract modifications not exceeding ten percent (10%) of the contract amount and/or one hundred eighty (180) days to the period of performance pursuant to the terms contained in the contracts, upon approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

On November 16, 1999, your Board approved the Long-Term Family Self-Sufficiency (LTFSS) Plan which included forty-six (46) projects to assist CalWORKS participants and, in some instances, low-income families not receiving CalWORKS

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to achieve long-term self-sufficiency. The Probation Department is the lead agency for Operation READ, Project #25 and, in conjunction with the Department of Public Social Services, was instructed to return to your Board for approval of an implementation plan for the projects involving CalWORKS Performance Incentives funding. On March 7, 2000, your Board approved the LTFSS implementation plans for Operation READ, Project #25. Subsequently, on July 25, 2000, your Board approved 10 Lead Community Based Organizations (CBOs) to coordinate and provide literacy tutorial and related services to targeted at-risk youth at Literacy Tutoring Centers in 10 targeted areas within Los Angeles County.

The purpose of the recommended actions is to obtain Board approval of contracts to provide the required services in three of the targeted areas: CSDI in the Altadena/North Pasadena areas, WLCAC in the South Central/Compton areas, and Long Beach Boys and Girls Club in the Wilmington/San Pedro areas. On July 24, 2002, six Community Based Organizations (CBOs) renewed their contracts to continue the literacy services in six of the targeted areas. Project Impact, the agency providing services in the Pomona area, did not extend their contract. As a result of several inquiries from agencies interested in providing the literacy services in that area, the Department went forward with a request for a purchase order to competitively identify an agency for that area. Further, North Lake Family YMCA (Altadena/North Pasadena areas) and Masada Homes (Wilmington/San Pedro and South Central/Compton areas) did not exercise their options to extend their contracts for an additional one-year period. The Probation Department is obligated to comply with the Long Term Self-Sufficiency Plan and CalWORKs Performance Incentives to provide a very specific set of services and interventions for a particular period of time. The recommended contracts will ensure that the Department meets this obligation. Since funding for these services is only available through June 30, 2003, the Department is recommending the award of these sole source contracts to expedite the continuation of services to the community and fully utilize available funds.

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Implementation of Strategic Plan Goals

The recommended Board action is consistent with the Countywide Strategic Plan Service Excellence Goal #1 and Children and Families' Well-Being Goal #5. Implementation of the recommendations will enable a continuum of services for youth that encourage them to make positive changes and take steps towards personal development.

FISCAL IMPACT/FINANCING

The recommended contracts with WLCAC, Long Beach Boys and Girls Club, and CSDI are estimated to cost \$45,000 each, for a total of \$135,000 for the period of November 20, 2002 through June 30, 2003. The costs are 100% offset by CalWORKs Performance Incentives funds, which are included in the FY 2002-2003 Probation Budget. Consequently, no net County cost is required to fund the recommended contracts. The proposed contracts include provisions for non-appropriation of funds and budget reduction provisions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The proposed contracts are for a period to begin November 20, 2002 through June 30, 2003. The scope of work includes coordinating and providing literacy tutorial and related services to targeted at-risk youth who are at home on probation, or who are served by the Department of Children and Family Services in foster care or in-home placement at Literacy Tutoring Centers (LTCs) in three of the ten targeted areas in Los Angeles County. The LTCs serve youths ages ten (10) through seventeen and one-half (17.5) for a minimum of five hours per week.

The proposed contracts are in compliance with all Board, Chief Administrative Officer, and County Counsel requirements. County Counsel has approved contract as to form.

In accordance with the Department of Human Resources memorandum dated November 16, 1995, these contracts have been reviewed in regard to the provisions

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for hiring displaced County employees. The contractors agree to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of the contracts and during the life of the contracts.

In accordance with the Chief Administrative Office memorandum dated October 6, 1997, the contracts contain County requirements regarding the hiring of participants in the GAIN program.

In accordance with the Auditor-Controller memorandum dated March 2, 2000, the contracts contain County requirements regarding contractor non-responsibility and debarment.

The contracts are Non-Prop A. Consequently, there are no departmental employee relations issues and the contracts will not result in a reduction of County services.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts.

Probation will not request the contractors to perform services, which exceed the Board approved contract amount, scope of work, and/or contract dates.

In accordance with the recently adopted Employee Jury Service Program, the contracts contain County requirements regarding the provision of paid jury service time for their employees.

In accordance with the Chief Administrative Office memorandum dated July 19, 2002, the proposed contractors have been instructed to register on WebVen.

CONTRACTING PROCESS:

On July 25, 2000, as a result of a competitive solicitation, your Board approved contracting with seven CBOs through the RFP process. Additionally, because no proposals were received for three of the 10 targeted areas, your Board delegated

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authority to the Chief Probation Officer to select and contract with agencies to provide services in the areas with no representation on a sole source basis.


On June 13, 2002, North Lake Family YMCA (Altadena/North Pasadena areas) advised the Probation Department that they were not in the position to renew their contract with the Probation Department. On August 6, 2002, Masada Homes notified the Probation Department it would not seek renewal to provide services for the Wilmington/San Pedro areas and the South Central/Compton areas. CSDI, WLCAC, and Long Beach Boys and Girls Club have the necessary resources immediately available to provide the required services, and are willing and able to provide the services within the time remaining for this program.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

The services being coordinated and provided through these contracts are intended to promote collaborative crime reduction strategies, assist minors to raise their academic achievement and literacy levels, increase school attendance and participation, reduce arrests, and successfully complete their probation in these targeted areas through the designated Literacy Tutoring Centers.

It is requested that the Executive Officer, Board of Supervisors, forward a copy of each of the executed contracts to the Probation Department, 9150 E. Imperial Hwy., Downey, CA 90242, Attention: Yolanda Young, Contracts & Grants Mgmt. Division.

Respectfully submitted,


Richard Shumsky
Chief Probation Officer

c: Chief Administrative Officer
County Counsel